

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ACCOUNT CLERK SENIOR
VARIOUS DEPARTMENTS**

GENERAL STATEMENT OF DUTIES

Performs a variety of complex clerical and technical duties of an accounting nature in a department having a need for accounting or bookkeeping services. Employee reports to a supervisor, Accountant, or division director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of complex clerical and technical duties of an accounting nature in the verification, reconciliation, analysis and report preparation associated with procedures of accounting or bookkeeping. Responsibilities include explaining departmental policies to the public and employees. Work can require extensive data entry in report preparation, record keeping, the issuance of receipts, and use of office machines. Employee also performs occasional general office work such as filing, operating copying machines and computer terminals, and answering the telephone. Work assignments are performed in accordance with established procedures, but require independent judgment, discretion and confidentiality in completing assignments and dealing with other employees and the general public. Work is performed under general supervision of a supervisor, Accountant, or division director and is reviewed through observation and review of work completed.

ILLUSTRATIVE EXAMPLES OF WORK

Responsible for timekeeping and executing a weekly and/or bi-weekly payroll.

Operates typewriter, calculator, terminal, PC and other office equipment.

Receives telephone calls and visitors; explains departmental policies and gives out information regarding area of activity or program.

Examines data to determine accuracy, completeness, and conformance with laws regulations and City policy.

Prepares check orders, purchase requisitions, cash reports and journals.

Maintains appropriate records and files on areas of activities or programs.

Summarizes statistical information in preparing reports, charts and graphs on a monthly, quarterly and annual basis.

ADDITIONAL JOB FUNCTIONS

Performs a variety of clerical work, such as typing reports, answering the telephone and inputting data.

Trains timekeepers for distributed data entry of payroll.

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- Records business transactions in journals, ledgers and on special forms
- Prepares and monitors budgets, compiling data, preparing forms, estimating costs, preparing periodic balances, etc.
- Prepares invoices, writes checks and fills in data for financial reporting forms.
- Responsible for bookkeeping operations involving user departments such as accounts receivable, billing, setting up new accounts, collection of fees, and preparing and making daily banking deposits.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of modern office practices, procedures, systems, and equipment.
- General knowledge of state and City fiscal regulations, policies and procedures.
- General knowledge of the application of standard accepted bookkeeping and accounting principles and techniques to governmental accounting transactions.
- Ability to apply bookkeeping principles to the preparation and maintenance of routine fiscal and accounting records and reports.
- Ability to analyze and record information and to balance figures.
- Ability to understand and follow oral and written instructions.
- Ability to use a calculator and other office machines used in accounting functions.
- Ability to maintain clerical records and to compile reports from these records.
- Ability to use computer-driven word processing and spreadsheet programs.
- Ability to type with accuracy at a moderate rate of speed.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

- Associate's degree in accounting or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

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Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Non-Exempt
Salary Grade 10